Fundación Educación para el Empleo
Business Development Manager
Madrid, Spain

Do you want to do a job that really makes a difference? Can you write in a detailed, factual, articulated and persuasive manner? Apply to join the Fundación Educación para el Empleo (EFE-Europe) team as a Business Development Manager

About the Organisation
EFE-Europe is the European hub of Education For Employment (EFE), the leading youth employment network in the Middle East and North Africa (MENA). EFE operates in Algeria, Egypt, Jordan, Palestine, Morocco, Saudi Arabia, Tunisia, UAE, and Yemen, with global hubs in Europe (Madrid, Spain), the US, and the UAE. So far, EFE has connected over 100,000 youth to the world of work and established over 3,100 public and private partnerships with local, regional, and international partners.

Position Summary
Reporting directly to the Director of Sustainability and transversally to the Director of Programmes, you will work with EFE-Europe’s Business Development and Programme teams, as well as with staff across the EFE network, in the identification of potential donors and funding opportunities, the development of grant proposals and materials for donors, as well as other business development tasks, in addition to supporting the drafting of reports to donors and other stakeholders.

Main responsibilities
- Identify funding opportunities through independent prospecting and monitoring of RFPs
- Review and provide comprehensive information (purpose, requirements, deadlines, level of effort involved) to inform Go-No-Go decisions
- Prepare a work plan with the tasks and team required to create a proposal, and ensure that proposal development stays on schedule
- Design, research for, and write proposals
- In case of multiple writers, coordinate, edit, and finalise proposals to ensure consistency of tone, language and message, and full compliance with the RFP or donor requirements
- Create preliminary proposal templates, with support from the graphic design team
- Assemble final text, graphics, exhibits and supporting documents for submission
- Work with the Programme and Finance teams on proposal budget development
- Support programme management with the drafting of narrative reports to donors and other stakeholders
- Assist the Director of Sustainability and the Director of Programmes with other ad hoc tasks as required, with the flexibility and initiative to support the wider team goals.

Experience, skills and qualifications
Essential
- Minimum of BA/BS degree from a top university (e.g. International Relations/ Political Science, Communications, Development Cooperation, Economics, Law, or related areas)
- Minimum of 5 years of demonstrated experience, with a proven track record in proposal development
- Fluency in English and French mandatory (native or native-equivalent)
- Demonstrated ability to write in a detailed, factual, articulated and persuasive manner
• Excellent interpersonal, communications, copywriting and presentation skills, with a keen eye for detail
• Excellent research skills
• Strong proposal budget development skills
• Organisation, time-management and forward planning to work against tight deadlines
• Work ethics and ability to work independently and in a team
• Ability to travel

Desirable
• Spanish language skills
• Experience in the MENA region
• Design skills (Infogram, Adobe Suite – InDesign, Photoshop, Illustrator, etc.) and photography and video editing skills
• Experience as a volunteer, intern or employee at an NGO or international organisation

Compensation: Commensurate with experience.

To Apply: Send a cover letter and CV to europe@efe.org with BUSINESS DEVELOPER POSITION in the subject line. Please tailor your cover letter to highlight how your qualifications meet the credentials listed above. Candidates are encouraged to apply early as we seek to fill this role immediately, and applications will be reviewed as they are received.

Note: EFE-Europe is an equal opportunity employer. It is EFE-Europe’s policy to seek out and hire, at all levels, individuals without regard to race, religion, age, colour, nationality, gender, sexual orientation, or physical ability. We affirm our policy of offering equal employment opportunities to all individuals through our hiring practices.